

Administrator Performance Objectives and Evaluation

Administrator:	
Job Title:	
Department/School:	
Performance Year:	
Manager Name:	
SMT Member:	

Step 1: Set Objectives

Step 2: Mid-Year Check-in

Step 3: Final Review

STEP 1: Key Objectives:

Please list up to seven key objectives in support of the Strategic, Academic (if applicable) and Business Plans.

- Objectives should be **Specific** (what you intend to do), **Measurable** (set milestones that will track progress and define success), **Attainable** (with some stretch targets), **Relevant** (aligned with the College's Plans), and **Time-Specific** (milestone dates)
- Objectives need to align with the corporate principles of Diversity & Inclusion and Fiscal Responsibility
- Results are achieved through the College's core values of responsiveness, innovation, collaboration, accountability and inclusion, as well as demonstrated integrity.

Performance Measures:

Completed by administrator on how you intend to measure your success for your key objective.

Results Achieved:

To be completed by administrator at end of performance year for each key objective.

STEP 2: Mid-Year Check-in:

Summarize progress toward each objective (administrator summarizes, manager may comment).

STEP 3: Final Objective Rating and Manager's Comments:

Managers provide final comments and select a final rating for each objective.

Professional Development Plan:

Include up to three learning activities that you will achieve over the course of the upcoming performance year. Include as much detail as possible, including the expected completion date for each activity.

Overall Rating Summary and Comments:

Manager includes their comments and recommended final rating before submitting to Human Resources. Once the overall rating has been finalized (following SMT review), and after completion of the performance discussion, the administrator, manager and SMT member must sign (Administrator may add final comments) and submit the final document electronically to HR (Michelle Bozec).

Key Objective 1	
Key Objective Describe what you will achieve and how it relates to business priorities	
Performance Measure Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
Final Results Achieved Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the College's core values in order to achieve your objective.	
Mid-Year Check in Status:	
Mid-Year Check in Administrator's Comments:	
Mid-Year Check in Manager's Comments:	
Mid-Year Check in Meeting Date:	
Final Review Manager's Comments	
Final objective rating	

Key Objective 2	
Key Objective Describe what you will achieve and how it relates to business priorities	
Performance Measure Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
Final Results Achieved Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the College's core values in order to achieve your objective.	
Mid-Year Check in Status:	
Mid-Year Check in Administrator's Comments:	
Mid-Year Check in Manager's Comments:	
Mid-Year Check in Meeting Date:	
Final Review Manager's Comments	
Final objective rating	

Key Objective 3	
Key Objective	
Describe what you will achieve and how it relates to business priorities	
Performance Measure	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
Final Results Achieved	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the College's core values in order to achieve your objective.	
Mid-Year Check in Status:	
Mid-Year Check in Administrator's Comments:	
Mid-Year Check in Manager's Comments:	
Mid-Year Check in Meeting Date:	
Final Review Manager's Comments	
Final objective rating	

Key Objective 4	
Key Objective	
Describe what you will achieve and how it relates to business priorities	
Performance Measure	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
Final Results Achieved	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the College's core values in order to achieve your objective.	
Mid-Year Check in Status:	
Mid-Year Check in Administrator's Comments:	
Mid-Year Check in Manager's Comments:	
Mid-Year Check in Meeting Date:	
Final Review Manager's Comments	
Final objective rating	

Key Objective 5	
Key Objective	
Describe what you will achieve and how it relates to business priorities	
Performance Measure	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
Final Results Achieved	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the College's core values in order to achieve your objective.	
Mid-Year Check in Status:	
Mid-Year Check in Administrator's Comments:	
Mid-Year Check in Manager's Comments:	
Mid-Year Check in Meeting Date:	
Final Review Manager's Comments	
Final objective rating	

Key Objective 6	
Key Objective Describe what you will achieve and how it relates to business priorities	
Performance Measure Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
Final Results Achieved Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the College's core values in order to achieve your objective.	
Mid-Year Check in Status:	
Mid-Year Check in Administrator's Comments:	
Mid-Year Check in Manager's Comments:	
Mid-Year Check in Meeting Date:	
Final Review Manager's Comments	
Final objective rating	

Key Objective 7	
Key Objective	
Describe what you will achieve and how it relates to business priorities	
Performance Measure	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
Final Results Achieved	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the College's core values in order to achieve your objective.	
Mid-Year Check in Status:	
Mid-Year Check in Administrator's Comments:	
Mid-Year Check in Manager's Comments:	
Mid-Year Check in Meeting Date:	
Final Review Manager's Comments	
Final objective rating	

Professional Development Plan - Upcoming Performance Year	
Learning Objective 1	
Details of Learning Activities	
Expected Completion Date	
Learning Objective 2	
Details of Learning Activities	
Expected Completion Date	
Learning Objective 3	
Details of Learning Activities	
Expected Completion Date	

Overall Rating and Summary Comments	
Final Rating	
Manager Comments	
Administrator Comments	

Administrator Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Manager Name: _____

SMT Member Signature: _____ Date: _____

SMT Member Name: _____